



**COMMUNITY DEVELOPMENT DIVISION
FREDERICK COUNTY, MARYLAND
DEPARTMENT OF PERMITS AND INSPECTIONS**

**30 NORTH MARKET STREET • FREDERICK, MARYLAND 21701
PHONE (301) 600-2313 • FAX (301) 600-2309**

March 19, 2013

To Whom It May Concern:

The Frederick County Electrical Board has designated the date of **April 25, 2013** to give the examination to qualified applicants for Master General, Restricted, and Limited License in Frederick County.

Attached you will find

- ❑ An application form, which will be submitted to this office with all required information. Fill out the application completely to be considered.
- ❑ A copy of the specific section of the Ordinance indicating the qualifications the applicant must have to take the licensing examination
- ❑ A copy of the electrical work verification form (which can be used in lieu of a letter) for documentation of your work experience. Only original documents will be accepted (no copies). The documents must be notarized. This office will verify all documents submitted.

If your employer wishes to send a letter of work verification it needs to:

- ❖ list the applicants name & address
- ❖ state the time frame of employment
- ❖ list applicants job duties (detailing electrical duties)
- ❖ be original letter (no copies)
- ❖ be signed by master electrician for whom you work(ed), stating his/her license number, stating the state or county he/she holds a master license or equivalent to a Master Electrician (your credentials must accompany this form to verify equivalency)

Application must be accompanied by a check in the amount of forty five dollars (\$45.00), made payable to Frederick County. This is a non-refundable fee.

If you have taken the test on a previous date, please indicate this on your application.

The Secretary of the Board must receive your application and related materials no later than **4:00 PM on April 12, 2012**. Applications cannot be accepted after that time.

Note: If full instructions are not followed correctly and completely, your application and materials will be returned to you.

If you have any questions, please feel free to contact this office at 301-600-1089.

Sincerely,
Pam Moulton
Secretary of the Frederick County Electrical Board